



GSA PBS OAM AUTOMATION SOLUTION CENTER



FIXED ASSET

Challenge

The U.S. General Services Administration (GSA) does not currently have a proactive process to prevent EASi failures (processing modifications(MODs) and Receiving Reports) due to Pegasys changes in Fixed Asset Type(from CIPIMP to IMPROVMNT). The current manual reactive process leads to delay in executing MODs or processing receiving reports and could result in potential interests charges due to the failure of prompt invoice payment. Additionally, there is a significant level of manual effort required to update contracts and accounting lines linked to the project which has reached substantial completion.

Solution

GSA implemented a multiphase automation process that is triggered by changes in IRIS Fixed Asset Type as a prompt to prepare a Budget Purchase Request(PR) Modification for contracts that have open balances and draft award mods. This automation will check daily for IRIS/Pegasys updates to fixed asset types and will create the budget PR mod and the award modification for budget analysts and contracting officers approval.

Benefits

This is a critical step in ensuring the Federal government successfully processes EASi changes (processing modifications (MODs) and Receiving Reports) due to Pegasys changes in Fixed Asset Type (from CIPIMP to IMPROVMNT)successfully. This would result in improving the timely handling of vendor invoice payments and a reduction in the number of EASi /Pegasys failed transactions.

By The Numbers

600

On average, the Fixed Asset bot updates 600 unique fixed assets per year.

2,464

This automation has created **2,464 annualized hours** of capacity for **contracting officers**.

Let's Continue the Conversation

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MASS MOD

Challenge

Federal acquisition regulations and contractual administrative requirements are subject to change and can necessitate modifying existing contracts to incorporate these changes. Before the automation was developed, it took an acquisition team approximately one hour to perform all of the actions required to complete a single contract modification. It was a laborious effort to execute tens of thousands of modifications, monitor this effort and complete within tight deadlines.

Solution

Using a report of active contracts, the mass mod automation drafts a contract modification in the contract writing system which includes: generating the modification form, inserting scripted description language, uploading supporting documentation and sending the modification to the contractor representative and GSA acquisition team.

Benefits

The automation completes the contract modification in approximately ten minutes, as opposed to the hour it took to complete prior to automating. The automation also enables superior progress monitoring and helps ensure contract compliance with new regulations and requirements that are time-sensitive. The goal of the automation is to not only reduce human resource time but to also eliminate errors.

By The Numbers

83%

The automation reduced per-contract processing from 60 min. down to 10 min. Representing an 83% reduction.

10k

PBS issues over 10,000 automated mass modifications annually

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CLARA

Challenge

Each contract close out requires a number of steps including performance reviews, financial reviews, possible actions to correct obligations or make deductions, and then official closeout in the procurement system after all reviews are complete and final payment has been made. The contract file must also be updated to reflect that the appropriate checks have been conducted and that the contract was closed appropriately. The close out process can be extremely time consuming, using manual data entry to conduct most of the process.

Solution

The CLARA Closeout Robotic Assistant offers users four automation pathways for contract closeout support. Users can select from the following:

- Prepare a Contract's Release of Claims
- Conduct a Contract's Financial Review
- Conduct a Contract's Financial Review and close the Contract
- Draft a Contract Deobligation Modification

By The Numbers

36k

This automation creates over 36,000 hours of capacity each year.

13k

GSA closes over 13,000 contracts a year.

Benefits

Closeout automation can be used on any Firm Fixed Price Contract

- Automation is requested via Google Form
- Four automation pathways for selection

- Release of Claims
- Financial Review
- Financial Review & Close Contract
- Prepare Draft Deobligation Modification for Signature

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Challenge

PBS acquisition personnel send out thousands internal and external notifications and reminders annually and the manual effort of this process can be time consuming.

NORA is a new Robotic Process Automation (RPA) that automates sending 9 notifications and reminders, and filing them into your electronic contract file, throughout the acquisition lifecycle. NORA's goal is for you to spend less time manually tracking milestones and writing emails.

Solution

This RPA consists of nine different components that will generate notifications or reminders to various parties. Seven of these components will run automatically without intervention, while the remaining two components will require additional input from the CO.

Benefits

NORA's goal is to spend less time manually tracking milestones and writing/sending emails. This automation ultimately reduces administrative burden for the acquisition community.

By The Numbers

7k

This automation creates approximately 7,000 hours of capacity each year.

30k

GSA sends over 30,000 notifications and reminders a year.

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CIW FORM FILLER

Challenge

In response to OIG CAP Audit Report A190085, Manual data entry has indicated many data inaccuracies upon either submission or transmission to GCIMS. As a result, a need was identified to reduce the amount of time spent on handling clerical aspects of the PIV process and data retrieval.

Solution

The CIW Filler Bot will reduce the amount of time spent on the clerical aspects of PIV processes and simultaneously improve data quality by automating the manual process of retrieving and copying the necessary data.

Additionally, unattended BOT will automate the entry of sections 2-6 from EASi BI every 10 minutes during working hours. It will flag any points for review for the RO in the output email.

By The Numbers

3281

The 5 year average of contracts with PIV Cards is approximately 3,281.

13,000

Average cumulative time savings is approximately 13,000 hours annually based on 30 min process time.

Benefits

- Less interference with EASi searches
- Less site navigation
- Increased understanding of the CIW and responsibilities
- Reduced delays in requesting clearances and issuing PIV cards to contractor personnel
- Improved data accuracy
- Higher accountability for PIV cards

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OSDBU FORECAST UPDATE TOOL

Challenge

All planned procurements (except exercise of options) should be input into the GSA Forecast Tool. GSA forecast tool listing managers will either manually input planned opportunities or use the bulk upload functionality. Planned opportunities may be for the current fiscal year or future fiscal year(s).

- 1) Validate the bulk upload file
- 2) Update / Maintain the information in an automated way

Solution

Increase the accuracy of GSA Forecast Tool information while eliminating manual data entry and updates. The initial implementation of the automation should be for GSA Forecast Tool listing managers only. If successful, GSA will roll out to external agency forecast tool listing managers.

Benefits

- Eliminates manual data entry and updates.
- Reduces administrative burden to the workforce while promoting compliance.

By The Numbers

3.3k

On average, the tool is used 3,340 times per year.

2505

Currently, the tool is used 45 mins per entry and approximately, 2,505 hours annually.

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U.S. General Services Administration

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CODY

CONTRACTOR RESPONSIBILITY & AWARD MEMO PREPARATION



Upcoming
RPA
Project

Challenge

Conducting contractor responsibility and offer reviews and awardee selection preparation is currently a manual process involving compiling, organizing and matching vendor information, emails and award information from multiple sources.

Solution

This automation will offer two pathways:

Path 1 of the automation will further automate a GSA contractor responsibility screener to bring in more data from SAM.gov and other websites to form a comprehensive vendor report and summarize all vendor responsibility information in an offer checklist.

Path 2 of the automation will draft a contractor responsibility memo, survey and check Pegasys for an existing vendor ID for the prospective awardee.

Benefits

- More efficient
- Improved data accuracy
- Increased overall workload capacity
- Robust reporting
- Timely handling of transactions

By The Numbers



Average Transactions



Increased Capacity or Time Savings

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Upcoming
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DBA PAYROLL VERIFICATION

Challenge

Currently, the website utilizes an automated employment verification service, allowing current and former DOL employees to have employment and salary information easily verified by third parties. THE WORK NUMBER® is a fast, secure service used for mortgage applications, reference checks, loan applications, apartment leases, and anything that requires proof of employment.

Solution

Automation portal would perform the weekly payroll verification process on behalf of the contracting officers. The automation would use an electronic version of the WH-347 that contractors would be responsible for submitting weekly through a WH-347 web application.

Benefits

- The automation would verify the provided labor categories and corresponding wage rates against the prevailing wage in the contract's wage determination ("WD").
- The electronic WH-347 and corresponding WD data can be available for governmentwide use. The automation can also be tailored to perform within the systems of other government agencies for comprehensive verification automation.

By The Numbers



Average Transactions



Capacity or Time Savings

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PURCHASE REQUEST CLEAN UP

Challenge

The aging Purchase Request(PR) report tracks all PRs and PR Modifications that are approved but not awarded, or PR amendments that are in Draft Status. Initially targeted PR candidates will be those created in FY19 and earlier. These PRs are aged , bandoned or unused. The status of the PRs can be updated/cleaned up based on their solicitation association.

Solution

Clean up old and abandoned PRs. This will improve EASi speed and performance. The clean up effort includes a Cancel Approved Base PR amendment to be processed in EASi. This moves the status of the PR from Approved to Cancelled.

Benefits

- Improve overall EASi speed and performance
- Improve data quality
- Application on hand for unforeseen/unwanted auto generated PR amendments

By The Numbers

There are approximately 2100 abandoned PRs taking 20 mins per PR amendment to cancel.

Note: PR amendments are created and routed. There are two required approvals within the routing. Once approved status is updated.

1500

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ECF AUTOMATION

Challenge

Provide an internal automated daily review of the number of contract documents required in each pre-award procurement tab to improve the overall data quality and process efficiency.

Solution

Automation pulls a report of contracts awarded 7 days prior. within one (1) week after a new contract is awarded in EASi.

Automation will go into EDMS and scan each pre-award procurement tab for any missing documents based on an estimated quantity for each contract type.

The automation will alert the contracting officer of any missing documents.

The automation will utilize an escalating reminder process (giving CO& CO Supervisor reminder 7-days at 14 days the CO, CO Supervisor and Branch Chief gets the reminder).

Benefits

The overall objective for this automation is to essentially scan each pre-award procurement tab (tabs 1-23) to determine when a document or multiple documents are missing and will send notifications to the contracting team, their supervisor, and branch chief as alerts within a 7 day escalation period after contract award.

By The Numbers

13K

The current process takes on average 7 minutes with approximately 13,000 transactions annually

1517

The automation will add an additional capacity of 1,517 hours annually.

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